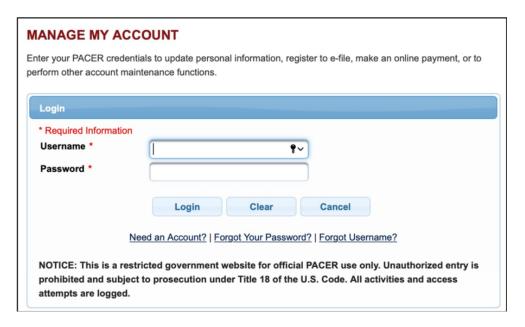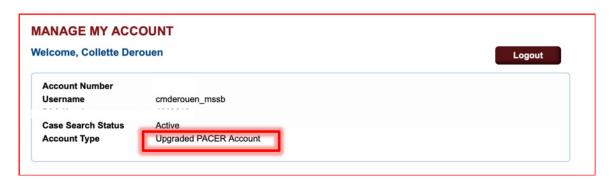# Upgrade Your Individual PACER Account

1. Go to www.pacer.gov

2, Click *Manage My Account*

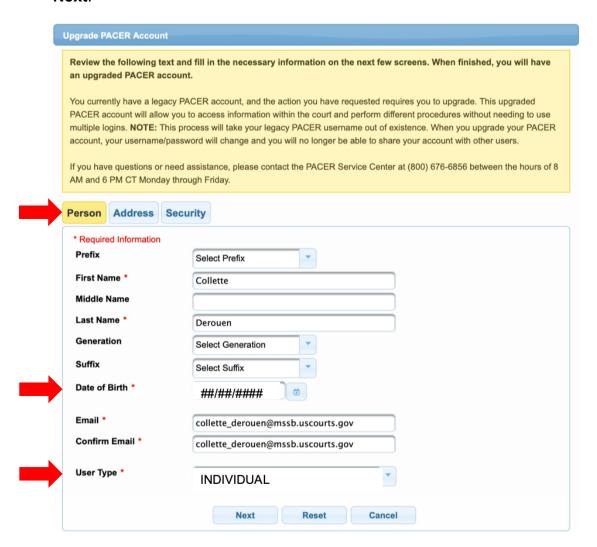3. Login with your **PACER** username and password.

4. If the Account type is "**Upgraded PACER Account**", no further action is required.
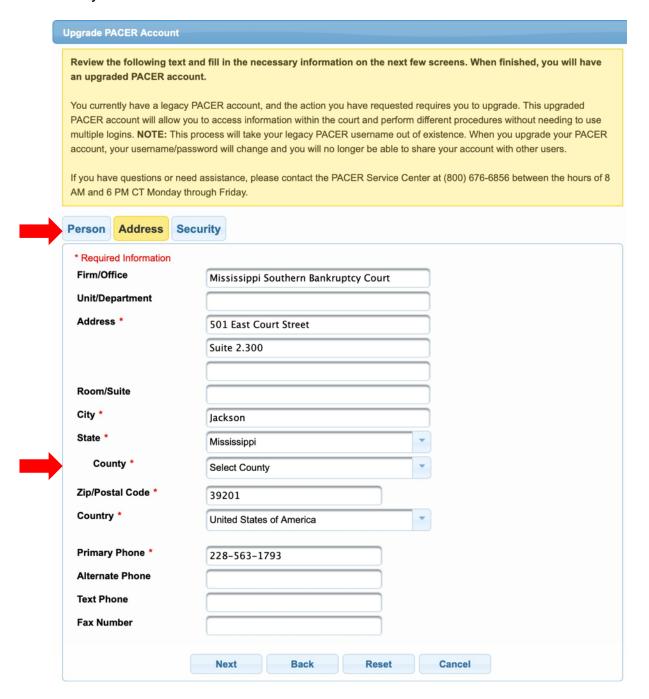
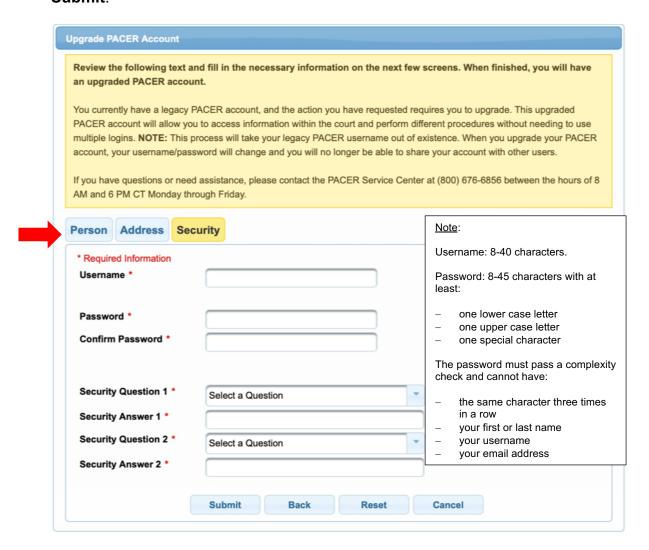If the Account type is "**Legacy PACER Account**", click the (Upgrade) link.

5. **Person Tab**. Enter your date of birth and verify **INDIVIDUAL** is the User Type. Click **Next**.

6. **Address Tab**: To complete the address information, from the **County** list select the county. Click **Next**.

Upgrade Your Individual PACER Account

7. **Security Tab**. Create a <u>new</u> username, password, and security questions. Click **Submit**.

8. Upgrade Completed; Click **Close**.